



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DISABILITY ADJUDICATOR III

Job Number: 20001124

Job Code: 62170V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/16/2002

Job Revised: 12/16/2009

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides consultation services to Social Security Administration disability adjudicators and provides professional adjudication for disability applicants; OR Provides professional disability adjudication of a specialized disability workload for Social Security Administration disability applicants; OR Evaluates disability claim decisions for quality assurance; OR Functions as a liaison to the medical community; OR Trains new or incumbent disability adjudicators; OR Conducts hearings on unfavorable decisions on continuing disability reviews; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of experience adjudicating Social Security Administration disability claims.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in adjudicating Social Security Administration disability claims or administrative experience within an organization that adjudicates Social Security Administration disability claims will substitute for the required bachelor's degree on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides expert level guidance and instruction to less experienced adjudicators on difficult Social Security Administration disability claims. Provides consultations to other professional staff on unique vocational issues as well as program policy issues. Reviews claims in light of expert medical knowledge about diseases and medical conditions, legal/vocational knowledge about the Social Security Act, rulings/regulations for adequacy of documentation including sufficiency, consistency, validity and credibility of statements and evidence and accuracy of decision. Recruits medical providers to do examinations for the program and performs oversight of the examination process. Functions as a trainer of Social Security Administration disability adjudicators including giving assistance and instruction on claims and procedures. Conducts hearings and renders decisions on Social Security Administration disability claims in which the benefits have been discontinued. Works a limited caseload of unusual workloads or more difficult claims in addition to the more specialized duties stated previously. Determines eligibility for disability benefits of a full specialized disability workload i.e. Informal Remands, Homeless, Foster Child, Expedited Reinstatement, Military Casualty, Quick Disability Decision and Compassionate Allowance claims. Performs end of line reviews on peers' specialized workload.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Conducting hearings and professional relations may require frequent travel. The other functions may require occasional travel. A 40-hour work week is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*